

**DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL
P.O. BOX 110806
JUNEAU, ALASKA 99811-0806**

**ALASKA STATE BOARD OF PHARMACY
PHARMACY SELF-INSPECTION REPORT**

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Official Name:	
DBA Name:	
Address:	
Telephone Number:	
Fax Number:	
Hours:	
Pharmacy License Number and Expiration:	
DEA Number and Expiration:	
Pharmacist-in-Charge and License Number:	
Other Pharmacist and License Number:	
Other Pharmacist and License Number:	
Other Pharmacist and License Number:	
Other Pharmacist and License Number:	
Other Pharmacist and License Number:	
Other Pharmacist and License Number:	
Other Pharmacist and License Number:	

Check Where Applicable
Initial Application <input type="checkbox"/>
Renewal <input type="checkbox"/>
Change in Ownership <input type="checkbox"/>
Change in Location <input type="checkbox"/>
Re-Inspection <input type="checkbox"/>

Check Where Applicable
Retail <input type="checkbox"/>
Institutional <input type="checkbox"/>
Sterile RX Compounding <input type="checkbox"/>

12 AAC 52.200(b)(1) Pharmacist-in-charge
The responsibility of the pharmacist-in-charge include compliance with all laws and regulations governing the operation of the pharmacy.

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AUTHORITY	ITEM	YES	NO	COMMENTS
	PHARMACY PERSONNEL (GENERAL)			
AS 08.80.330 12 AAC 52.200	1) The pharmacy has designated a licensed pharmacist who practices in this location as the pharmacist-in-charge.			
AS 08.80.030 12 AAC 52.210 12 AAC 52.220	2) Only the pharmacist or intern, under direct supervision of the pharmacist receives oral prescription drug orders or refill approvals that include any change to the original Rx or drug order.			
	3) Only the pharmacist or intern, under direct supervision of the pharmacist interprets the prescription drug order and determines the product required.			
	4) Only the pharmacist does the final check on all aspects of the completed prescription.			
AS 08.80.030 AS 08.80.480 12 AAC 52.220	5) ALL interns, graduate or undergraduate, paid or unpaid, are currently licensed by the Alaska Board of Pharmacy.			
	6) Interns do not represent themselves to be pharmacists.			
	7) Interns perform the duties of a pharmacist only under the direct supervision of a licensed pharmacist.			
	8) Interns do not solely sign or initial any document required to be done by the pharmacist.			
AS 08.80.030 12 AAC 52.230	9) Interns do not dispense prescriptions before a final check is made by the supervising pharmacist.			
AS 08.80.030 AS 08.80.480 12 AAC 52.140	10) ALL pharmacy technicians are currently licensed by the Alaska Board of Pharmacy.			
	11) All pharmacy technicians are under direct supervision of the pharmacist.			
AS 08.80.157 12 AAC 52.400	FACILITY STANDARDS (GENERAL)			
AS 08.80.157 12 AAC 52.400	1) The pharmacy department has a sink with hot and cold running water and is maintained in a sanitary condition.			

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AUTHORITY	ITEM	YES	NO	COMMENTS
AS 08.80.157 12 AAC 52.400	2) The temperature of the pharmacy is maintained within a range compatible with the proper storage of drugs.			
AS 08.80.157 12 AAC 52.400	3) The pharmacy has refrigeration facilities with a thermometer and the temperature is maintained within 36 to 46 degrees Fahrenheit.			
AS 08.80.157 12 AAC 52.410	4) The pharmacy has the equipment, supplies, and reference materials necessary to compound, dispense, label, administer, and distribute drugs and devices.			
AS 08.80.157 12 AAC 52.420	5) All drugs and devices that have exceeded their expiration date are removed from stock, and quarantined until properly disposed of.			
AS 08.80.157 12 AAC 52.420	6) All drug, devices, and poisons restricted to sale by a pharmacist are kept in the prescription department.			
12 08.80.157 12 AAC 52.420	7) The pharmacy department is always locked when the pharmacist is not on site.			
AS 08.80.157 12 AAC 52.420	8) The pharmacy has a separate telephone number if its hours differ from the remainder of the store.			
	9) Filled prescriptions are stored in the prescription department only and are not removed unless a pharmacist is present.			
AS 08.80.030 12 AAC 52.450	PRACTICE STANDARDS			
AS 08.80.030 12 AAC 52.450	1) The pharmacy maintains original drug orders in numerical order.			
AS 08.80.030 12 AAC 52.470	2) The pharmacy maintains its prescriptions in legible form for the required two year period.			
AS 08.80.030 12 AAC 52.470	3) No prescriptions are refilled after one year from the date of issue.			

NOTE* Keep a copy of this report on file.
08-4150 (Rev. 05/08/06)

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AUTHORITY	ITEM	YES	NO	COMMENTS
AS 08.80.030 12 AAC 52.480	4) All refills are recorded electronically or on the back of the prescription drug order.			
AS 08.80.030 12 AAC 52.480	5) All schedule II - V controlled substances dispensed have the label "Caution: Federal Law prohibits the transfer of this drug to any person other than the patient for whom it was prescribed."			
AS 08.80.030 12 AAC 52.490	6) All Prescriptions are labeled with the name, address, and telephone number of pharmacy, Rx number, date and pharmacist's initials.			
AS 08.80.030 12 AAC 52.490	7) All Prescriptions are labeled with patient name, prescribing practitioner, patient instructions, appropriate cautions, name, strength, and quantity of drug.			
AS 08.80.030 12 AAC 52.500	8) Electronically transmitted prescriptions are only being received directly from the prescribing practitioner or the prescribing practitioner's agent.			
AS 08.80.030 12 AAC 52.500	9) All transferred prescriptions for controlled substances in Schedule III, IV, and V are transferred only once from the pharmacy which has the original prescription drug order.			
AS 08.80.030 12 AAC 52.500	10) Unless the two pharmacies share a common database, transfers of all prescriptions are communicated directly between two licensed pharmacists.			
AS 08.80.030 12 AAC 52.500	11) All transfer information is recorded on the reverse side of the transferred prescriptions, unless an automated data processing system is able to do so.			
AS 08.80.030 12 AAC 52.510	12) Prescription orders transferred to another pharmacy are no longer refilled by the original pharmacy.			
AS 08.80.030 12 AAC 52.520	13) When dispensing an equivalent drug product instead of the prescribed drug, the pharmacist notes on the prescription drug order either the manufacturer, distributor, NDC #, short name code, or trade name.			
AS 08.80.030 12 AAC 52.530	14) If customized patient medication packages (med-paks) are prepared by the pharmacy, records are made and filed for each med-pak.			

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AUTHORITY	ITEM	YES	NO	COMMENTS
AS 08.80.030 12 AAC 52.520	15) Except in the case of a pharmacy serving an institutional facility, drugs are not accepted for return or exchange after the drugs have been taken from the premises.			
AS 08.80.030 12 AAC 52.580	16) Patient records are reviewed for over or under utilization, therapeutic duplication, drug-disease, drug-food, and drug-drug interactions, reasonable dose, known allergies, and adverse drug reactions.			
AS 08.80.030 12 AAC 52.580	17) When a data processing system is used it is capable of producing an audit trail printout for all dispensing.			
AS 08.80.030 12 AAC 52.585	18) When a data processing system is used it has adequate safeguards to prevent loss of data and reasonable security.			
AS 08.80.030 12 AAC 52.585	19) The pharmacist verbally provides counseling to the patient or the patients agent with each new prescription			
AS 08.80.390 12 AAC 52.700	INSTITUTIONAL PHARMACY STANDARDS (IF APPLICABLE)			
AS 08.80.030 12 AAC 52.710	1) The institutional pharmacy is managed by a licensed pharmacist, designated to be the pharmacist-in-charge.			
AS 08.80.030 12 AAC 52.710	2) When the institutional pharmacy is closed, no access is permitted unless a person licensed to handle drugs is designated by the pharmacist-in-charge to enter the institutional pharmacy.			
AS 08.80.030 12 AAC 52.720	3) When the institutional pharmacy is closed, the designated person licensed to handle drugs records the removal of any drug.			
AS 08.80.030 12 AAC 52.720	4) All E.R. outpatient prepackaged medications bear a label with the name, address, and telephone number of hospital; name, strength, quantity, lot number, and expiration of drug; appropriate cautions; and initials of pharmacist			
	5) Only one prepackaged container of a drug is delivered to emergency room patients unless more than one is required to sustain the patient until a retail pharmacy is open in the community.			

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AUTHORITY	ITEM	YES	NO	COMMENTS
AS 08.80.030 12 AAC 52.430	STERILE PHARMACEUTICALS (IF APPLICABLE)			
AS 08.80.030 12 AAC 52.430	1) A policy and procedure manual is present for the compounding, dispensing, and delivery of sterile pharmaceuticals.			
AS 08.80.030 12 AAC 52.430	2) The pharmacy has a functionally separate area used only for the preparation of sterile pharmaceuticals.			
AS 08.80.030 12 AAC 52.430	3) The pharmacy has appropriate environmental control devices capable of maintaining at least a Class 100 environment condition for preparing sterile pharmaceuticals.			
AS 08.80.030 12 AAC 52.430	4) Cytotoxic sterile pharmaceuticals are prepared in appropriate biological safety cabinets.			
AS 08.80.030 12 AAC 52.430	5) The pharmacy uses temperature controlled delivery containers, if appropriate, for delivery of sterile pharmaceuticals to the patient.			
AS 08.80.030 12 AAC 52.430	6) The pharmacy has its laminar airflow hoods or clean rooms re-certified at least every six months.			
AS 08.80.030 12 AAC 52.430	7) The pharmacy has its laminar flow hood or clean room pre-filters replaced and documented on a regular basis.			
AS 08.80.030 12 AAC 52.430	8) The pharmacy has current copy of reference material related to sterile pharmaceutical preparation in the pharmacy.			
AS 08.80.030 12 AAC 52.430	9) All personnel participating in the preparation of sterile pharmaceuticals are trained in this specialized function.			
AS 08.80.030 12 AAC 52.430	10) The pharmacy has a licensed pharmacist accessible 24 hours a day if providing parenteral pharmaceuticals to nonhospitalized patients.			

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AUTHORITY	ITEM	YES	NO	COMMENTS
AS 08.80.030 12 AAC 52.430	11) All sterile pharmaceuticals dispensed bear the expiration date of the preparation.			
AS 08.80.030 12 AAC 52.430	12) All cytotoxic waste is disposed of in compliance with all applicable local, state, and federal requirements.			
AS 08.80.030 12 AAC 52.430	13) A licensed pharmacist is involved in patient training that relates to sterile pharmaceuticals.			
	14) The pharmacy has a quality control and quality assurance program that is utilized for sterile pharmaceutical preparation and dispensing.			
Controlled Substances Act of 1970	CONTROLLED SUBSTANCES			
Controlled Substances Act of 1970	1) A Schedule V record bound book is maintained which contains name and address of purchaser, name and quantity of drug, date, and initials of pharmacist. Record book is maintained two years from date of last transaction.			
Controlled Substances Act of 1970	2) Prescriptions are not used to supply office stock or "medical bag" for physicians.			
Controlled Substances Act of 1970	3) All prescriptions for controlled substances are dated, contain the full name and address of the patient, and the name, address, and DEA number of the physician.			
Controlled Substances Act of 1970	4) Schedule II prescriptions are manually signed by the physician, and Schedule II prescriptions are not refilled.			
Controlled Substances Act of 1970	5) Schedule III, IV and V prescriptions are refilled only if authorized. Refills are not dispensed more than six months after the issue date or refilled more than five times after the issue date.			
	6) Controlled substances are securely locked or dispersed throughout the non-controlled inventory.			

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NOTE: If any areas on the self-inspection report were checked off as not being in compliance, you must still send in the report. You then have 90 days to bring those areas into compliance. A new report will be sent to you to fill out.

I, the pharmacist-in-charge, state that all the statements herein contained are each and all strictly true in every respect.

I understand that false or forged statements made in connection with this self-inspection report may be grounds for denial or revocation of the drug room license.

Pharmacist-in-charge: _____

SUBSCRIBED AND SWORN to before me this date:

Date: _____

_____, 20_____.

Notary Public: _____

State: _____ Judicial District: _____

My Commission Expires: _____

(SEAL)